



# County of San Diego

GARY W. ERBECK  
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH  
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**OFFICE USE ONLY**  
File # \_\_\_\_\_  
Request# \_\_\_\_\_  
No Records \_\_\_\_\_

RICHARD HASS  
ASSISTANT DIRECTOR

## REQUEST TO REVIEW PUBLIC RECORDS FOR THE SITE ASSESSMENT AND MITIGATION PROGRAM AND HAZARDOUS MATERIALS DIVISION

Requestor Name: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(You may attach a business card/overprint with business card if preferred.)

**A request is hereby made to review public records. You may also access information from the DEH website at [www.sdcountry.ca.gov/deh/](http://www.sdcountry.ca.gov/deh/). A separate form must be completed for each address. Fax your completed form to Public Records Review at (619-237-8447) or mail your request to address above Attn: Public Records Review. The following information is required so that our files may be accurately searched:**

\_\_\_\_\_ or \_\_\_\_\_  
Exact Address (Street, City and Zip Code ) Assessor's Parcel Number

Optional information (Establishment Permit Number, business name, etc.)

**If you indicate the purpose of your search, it will help us identify all the public records you may wish to review. If you know the program file you want to review, please check below:**

- |  |  |
|--|--|
| <input type="checkbox"/> Environmental Assessment Phase I/II                         | <input type="checkbox"/> Site Assessment and Mitigation Release(s) |
| <input type="checkbox"/> Purchasing/Selling Property                                 | <input type="checkbox"/> SAM Closure Letter/Report                 |
| <input type="checkbox"/> Hazardous Materials Permit & Underground Storage Tank Files | <input type="checkbox"/> Other                                     |

### OFFICE USE ONLY BELOW THIS LINE

Inactive File # _____	Iron Mtn # _____	# _____	# _____	# _____
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Files reviewed by: \_\_\_\_\_ of \_\_\_\_\_ Date: \_\_\_\_\_

Files copied for: \_\_\_\_\_ of \_\_\_\_\_ Date: \_\_\_\_\_

Request cancelled by: \_\_\_\_\_ Date: \_\_\_\_\_

Photocopies \_\_\_\_\_ Cost \_\_\_\_\_ Picked up/mailed on \_\_\_\_\_ By \_\_\_\_\_

DEH complies fully with the California Public Records Act and the Federal Freedom of Information Act. Every properly completed request will be processed in the order it is received. After the files you have requested are retrieved from storage, an appointment will be scheduled so that you may review DEH records. Photocopies of file items may be requested. A fee of \$.15 per page is charged to cover cost of copies.

**A search for DEH records for the programs listed and checked above has been conducted and NO PUBLIC RECORDS for the address you requested were found.**

Signature

Title

Date